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SECURITY OF BUILDING DURING RECONSTRUCTION

I. PURPOSE

The purpose of this plan is to provide the highest practical degree of security to the building and site during the reconstruction period and to ensure against sabotage and the surreptitious introduction of espionage devices.

II. THE SECURITY PLAN

A. General

The program designed to accomplish this purpose provides for:

1. Admittance

All persons will be required to have the approval of the Site Security Officer prior to gaining access to the security controlled area of the Site. In the majority of cases this will be effected by the issuance of a badge followed up by a personnel security program.

2. Personnel Security Program

All persons to be employed on or in connection with the project will be required to complete a short form Personnel History Questionnaire (Attachment A) after showing proof from the contractor or other responsible persons that he is to be a legitimate employee. (Attachment B)

Exceptions may be made for other Government employees when their parent agency certifies as to their clearance status. (SECRET or above)

3. Processing

(a) Review of Personnel History Questionnaire for accuracy and legibility.

(b) Badging:

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(1) Polaroid Camera - two photographs; one for the badge, one for record purposes.

(2) Dry, cut, adhere photograph to numbered badge insert, laminate and issue to employee.

(3) Employee signs receipt for badge (Attachment C) and reports to work.

(c) Employee's name card (Attachment D) To be completed from information obtained from Personnel History Questionnaire.

All stages of processing and results to be reflected on Employee's Name Card.

(d) Personnel Security Branch:

(1) To be responsible for processing of Personnel History Questionnaires and for advising the Site Security Officer of acceptance or non-acceptance of the employee.

(2) Depth of Processing:

Will include but not necessarily be limited to Police checks, FBI and appropriate NAC checks.

(e) Non-Acceptance Responsibility:

Is that of the contractor. Non-acceptable employees will be removed from the project by the contractor for reasons other than Security.

(f) Terminations:

The contractor shall be responsible for advising the Site Security Officer of all terminations and ensure the return of the Site badge.

(g) Statistics:

Will be kept to reflect the following:

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(1) Number of employees.

(2) Acceptances

(3) Non-Acceptances

(4) Terminations

4. Physical Security

(a) Fencing:

(1) The perimeter of the area shall be defined by an eight foot chain link fence topped with a "Y" barbed wire extending both outward and inward (except where the building defines the perimeter). About two-thirds of such a fence currently exists. Temporary security fencing should be erected 50 feet west of the building tying into the existing fence to the north, running 50 feet south of the building then turning and extending into the perimeter fence in the east creating a security controlled area. (See Sketch)

(2) Fences to be provided with sufficient gates to allow for the flow of personnel and material.

(3) All gates to be equipped with adequate locking devices on a master system.

(4) A night bell should be installed outside main gate in the perimeter fence.

(b) Security Lighting:

(1) 250 Watt lamps every 60 feet along fence lines

(2) Main access gate, sufficient light to enable guards to read identity documents.

(3) Within the building.

(4) Lamps to be protected by domes and wire mesh.

5. Visitor Control

(a) Into the security controlled area will be exercised by the Site Security Officer. Visitor badges will be used.

(b) Into the "Open Area," Free access to all persons on legitimate business who require access to construction facilities within this area such as:

(1) Contractor's offices

(2) Sub-Contractor's offices

(3) GSA Offices

(4) Site Security office

(5) Main Guard office

(6) Other

6. United States Geodetic Survey Personnel

Depending on construction plans and schedules one of two methods will be adopted to allow ingress and egress of USGS personnel with the minimum of restraint.

(a) Should their elevator tower be constructed first, the temporary security fence will be tied on to the sides of the tower providing uninterrupted access to their elevator.

(b) Should the tower be constructed at a later date the temporary security fence will be tied onto the south side of the building through a wood covered walkway with an aisle defined by chain link fencing to the south elevator and stairwell within the building. (See Sketch)

(c) Security of Separation:

(1) Elevator rigged to preclude stopping between ground and sixth floor. Locks on elevator doors on all between floors.

7. Security Staff

The Security Staff will consist of selected Office of Security personnel on PCS, a uniformed guard force and dog handlers with their dogs.

B. Specific

Functions and duties of the Security Staff and details of the program are:

1. Enforce all security regulations.
2. Maintain admittance controls.
3. Security inspect materials delivered to the Site and conduct frequent security inspections of materials stored on the grounds.
4. Study the building plans to determine potentially vulnerable points and provide required protection.
5. Make frequent technical inspections for detection of concealed audio devices in such materials as electric fixtures, metal furnishings, etc., which might be used as passive cavity resonators.
6. Install and maintain carrier current sweep receiver on power lines.
7. Make counter audio sweeps of completed areas.
8. Provide special protection for areas designed to become especially sensitive such as the VIP's conference room.
9. Such other matters as develop or become apparent during construction.

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Approved For Release 2000/08/17 : CIA-RDP78-04007A000900100003-9

### III. PERSONNEL REQUIREMENTS

#### A. Office of Security Assigned

1. A Security Officer will be responsible for the operation of the plan under the supervision of the Chief of the Physical Security Division. He will maintain liaison with the architects, Public Building Services, the contractor, Labor Union representatives and the Security Staff of NPIC.

He will keep closely abreast of the progress of construction and provide such security as required. He will constantly review security measures and rules, assess their adequacy or effectiveness in relation to the progress of construction and make and recommend changes if and as required.

2. A trained counter audio technician will be assigned to the Site Security Officer on a full-time basis. He will be responsible for carrying out counter audio activities. He will also assist the Site Security Officer during rush periods.

3. A clerk typist will be responsible for badging and record-keeping duties. In this regard all Office of Security personnel will assist during rush periods.

4. This Staff will be able to perform the security functions during a normal work week. However if it becomes apparent that at some point in construction it will be necessary to increase the security coverage to a twenty-four-hour, seven days per week operation, then additional coverage should be provided by assigning additional personnel from Office of Security on a TDY basis. All should be backed up by the Night Security Office and a roster of senior Security personnel of the Physical Security Division on a standby basis.

5. It is understood a T/O has been approved as follows:

One (1) Security Officer - GS-14

One (1) Technician - GS-13

One (1) Clerk Typist - GS-05

Approved For Release 2000/08/17 : CIA-RDP78-04007A000900100003-9

B. Uniformed Guard

1. Whether GSA furnishes the guard force or a private guard force is contracted for the protection of the facility during construction will no doubt depend on the availability of GSA guards.

Every effort should be made to obtain the GSA guard protection rather than a private guard force not only for the quality of the guards but also since GSA will be employed after construction, these GSA guards retained for operation will be completely familiar with the facility and hence be that much more effective.

2. Guards will be used to control admittance through the gates, inspect and guard materials, and perform fixed and roving patrol duty. Since there is a good possibility that construction may be carried on twenty-four hours a day, seven days a week, two separate guard requirements are set out. The first based on an eight-hour day, six days a week, the latter on the twenty-four-hour, seven days a week basis.

3. The post designations and guard requirements are:

(a) Post #1 - One man eight hours a day, six days a week, located at Gate #1.

(b) Post #2 - One man eight hours a day, six days a week, located at Gate #1. Posts 1 and 2 will be responsible for the control of ingress and egress of personnel and material.

(c) Post #3 - One man eight hours a day, six days a week, located at Gate #6 near the southeast corner of the building adjacent to the entrance to Building [REDACTED]. Responsible for the control of ingress and egress of personnel and material. Also monitor the unloading and loading of delivery trucks. Also available to handle emergency opening of Gate #5.

25X1A6a  
(d) Post #4 - One man 24 hours a day, seven days per week, located at Gate #10, main perimeter gate. During construction hours responsible for invoice inspection, traffic and information control. Non-construction hours patrol of open area facilities.

(e) Post #5 - One man eight hours a day, six days per week. A roving patrol within the building and controlled area. Responsible to see employees are properly badged and preclude breach of the peace.

(f) Post #6 - One man eight hours a day, six days a week - a relief post.

(g) The total requirements to provide the above coverage will be 14 men including supervision. (See Sketch)

4. The post designations and requirements on a twenty-four hour, seven days a week basis are:

(a) Post numbers and locations are all the same however all posts are manned twenty-four hours a day, seven days a week.

(b) The total man power requirements to provide such coverage will be 35 men including supervision.

(c) Dog Handlers and Dogs:

(1) To supplement the uniformed guards on the basis of an eight hour day six days a week, the controlled security area will be patrolled by two canine patrols:

Man power requirements are four handlers, one supervisor and five dogs.

Kennels will be required for the dogs and should be located in an area on Site best suited for that purpose.

Should the contractor work twenty-four hours a day, seven days a week or even six days a week, there would be no need for the canine patrols.

(d) Liaison Officer

A senior Security Officer will be designated from the Physical Security Division to serve as Liaison Officer for the foregoing plan and also for [redacted] He will have a thorough knowledge of the details of both plans and act as coordinator. All Headquarters support required by each and contact between them will channel through the Liaison Officer. Through close contact with the Chief of each group he will keep abreast of the progress and problems of each. He will keep each advised of the progress of the other. For security reasons contact between the two groups will be kept to a minimum.

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IV. IMPLEMENTATION

A. Operation of this plan will start after demolition work on the building and with the beginning of the first heavy reconstruction sometime in January 1962 with the construction of the balance of the perimeter fence and the erection of the temporary security fence. Upon the completion one gate in the perimeter fence and one or more gates in the security controlled fence will be opened and manned as required.

B. With the beginning of reconstruction which includes the first heavy construction the entire plan should be made operative.

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